



**McHenry County Workforce Investment Board Meeting**  
**Wednesday, January 17, 7:30 AM**  
**McHenry County Workforce Network Center**  
**500 Russel Court, Woodstock, IL 60098**  
**Conference Room 1**

**1. Call to Order**

**1.1 Roll Call**

- WIB Chairman Dave Niehus presided over the meeting. He called the meeting to order at approximately 7:35AM.
- Kerrie Johnson took the roll call, and a membership quorum was present.

**2. Public Comments – Dave Niehus**

- Dave asked if there were any comments / questions from the public, there were none.

**3. Consent Agenda (VOTE) – Dave Niehus**

- Dave asked if there were any changes and or comments to the consent agenda. There were none.
  - Motion to approve made by Sandra Pierce
  - 2<sup>nd</sup> by Mary Margaret Maule
  - All in favor

**4. MOU Reconciliation Agent (VOTE) – Jeffery Poynter**

- Jeff explained with the new MOU procedures that the Board is responsible for assigning an Agent to be responsible for all of the reconciliations and processing of the bills to all of the partners for payment. Peggy Sarbaugh-McNally is the Fiscal Manager for MCWN and oversees all of the financial aspects of the WIOA grant. It was noted that she would be a good candidate for the MOU reconciliation agent as she is already involved in the process. Dave asked if anyone had any questions, no one did.
  - Motion to approve made by Bob Lueders
  - 2<sup>nd</sup> by Kurt Beier
  - Recluse – Julie Courtney
  - All others in favor

**5. Conflict of Interest Policy (VOTE) – Jeffery Poynter**

- Jeffery Poynter explained that our revised conflict of interest policy did not meet all of the requirements of DCEO. They asked us to add some language regarding the One Stop Operator Procurement Process. The language was sent out to the board to review. Dave asked if anyone had any questions, no one did.
  - Motion to approve made by Julie Courtney
  - 2<sup>nd</sup> by Maria Martinez McKinley
  - All in favor

**6. Procurement Policy (VOTE) – Jeffery Poynter**

Jeffery Poynter explained that our current procurement policy did not meet all of the requirements of DCEO. Under WIOA it is required to have language specific to the One Stop Operator Procurement Process. The language was sent out to the board to review. Dave asked if anyone had any questions, no one did

- Motion to approve made by Sandra Pierce
- 2<sup>nd</sup> by Bob Lueders
- All in favor

**7. Budget Modification (VOTE) – Julie Courtney**

- Julie requested a modification to the previously approved budget. She is requesting that \$79,000 be moved from Dislocated Worker to the Adult 1A funding stream. The modification is attached. Mary Margaret Maule wanted to clarify that the supportive services line should read \$2,000 and not \$21,000.
  - Motion to approve with corrected amount made by Mary Margaret Maule
  - 2<sup>nd</sup> by Bob Lueders
  - Recluse – Julie Courtney
  - All others in favor

**8. MCC Programs (VOTE) – Jeffery Poynter**

- Jeff explained that the following programs were up for recertification due to some changes.
- All of these programs now include a voucher for testing which wasn't included before.
  1. CBCS Administrative Medical Specialist with Medical Billing and Coding
  2. CBCS Medical Billing and Coding
  3. CPC Administrative Medical Specialist with Medical Billing and Coding
  4. CPC Medical Billing and Coding
- This program has had a change in price and hours. The program does now include a voucher for testing which it did not before.
  1. Pharmacy Technician
- This program is up for initial certification
  1. Clinical Medical Assistant Capstone
    - Motion to approve made by Julie Courtney
    - 2<sup>nd</sup> by Bobbie Baehne
    - Recluse – Terri Berryman, Julio Capeles
    - All others in favor

**9. One Stop Operator Procurement Update – Jeffery Poynter**

- Jeffery explained that we had a taskforce of board members that met, discussed and finalized the RFP for the One Stop Operator. The RFP will be posted to the public today and in the newspaper on 1/19.

**10. Other Business – Dave Niehus**

- Julie Courtney introduced Pete Hall as our new Business Services Representative
- Doug Martin mentioned that the date for the 2018 MTI event will be 10/2/18 from 6 – 8pm. He stated that this is a county wide event for students to explore options after High School. They are trying to reach out to the junior highs to encourage other students to attend as well.

- Dave mentioned that we are recruiting new business members to the board. If you know anyone that may be beneficial to our board, please let reach out to them and let Jeff know.

**11. Next Meeting:** March 21, 2018; 7:30AM; McHenry County Workforce Network Center

**12. Meeting Adjourned 8:30am**

| Attendance                                    |                                  |
|---|----------------------------------|
| Name  | Representing / Agency            |
| 1. Bobbi Baehne                               | Think Big Go Local               |
| 2. Kay Bates                                  | McHenry County Board             |
| 3. Kurt Beier                                 | First Institute                  |
| 4. Julio Capeles – Delgado                    | McHenry County College           |
| 5. Julie Courtney                             | McHenry County Workforce Network |
| 6. Mary Donner                                | Pace                             |
| 7. Dr. Terri Berryman for Dr. Clinton Gabbard | MCC                              |
| 8. Bob Lueders                                | Radicom                          |
| 9. Maria Martinez-McKinley                    | DRS                              |
| 10. Mary Margaret Maule                       | Crystal Lake Chamber of Commerce |
| 11. Doug Martin for Derik Morefield           | City of McHenry                  |
| 12. David Niehus                              | CRV Electronics                  |
| 13. Sandra Pierce                             | Phoenix Woodworking              |
| 14. Doug Potts                                | IDES                             |
| 15. Jennifer Zoellick for Rhonda Wood         | DHS                              |
| 16. <b>Others / Guests</b>                    |                                  |
| 17. Carl Vallianatos                          | MCHS District 156                |
| 18. Karen Burmeister                          | MCHS District 156                |
| 19. Marcia Paddock                            | MCHS District 156                |
| 20. Garrett Anderson                          | City of Woodstock                |
| 21. Pete Hall                                 | MCWN                             |
| 22. Jeffery Poynter                           | MCWNB                            |
| 23. Kerrie Johnson                            | MCWNB                            |
| 24.   |                                  |
| 25.   |                                  |
| 26.   |                                  |
| 27.   |                                  |
| 28.   |                                  |